

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Political Activities of Employees</b>	<b>3-017 FISCAL SERVICES July 2014</b>
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POLICY

- 1.01 All employees of OSU Institute of Technology (OSUIT) enjoy full rights and privileges of citizens to participate in political activities. However, students and other constituents of the university may rightfully expect competent services from employees of this public supported institution. Therefore, the welfare of the university requires each employee to perform the duties and responsibilities assigned to his or her position as the first priority. Moreover, outside activities of any kind should not interfere with the fulfillment of assigned duties.
- 1.02 Although it is the intent of OSUIT to encourage all employees to exercise their full rights of citizenship, including any desired political activity, OSUIT finds it appropriate to adopt a written policy to promote, protect and preserve the basic purpose for which the institution exists; i.e., provide worthwhile educational experiences for the constituencies of higher education. To accomplish this goal, it is essential that OSUIT maintain an effective organized structure which includes:
- A. internal administrative harmony and continuity;
  - B. uninhabited planning, evaluation and refining of educational programs;
  - C. efficient and effective use of all available resources; and
  - D. a high commitment from its personnel to attaining institutional objectives.

PROCEDURES

- 2.01 Employees are permitted to freely engage in lawful political activities of any kind, provided such activities are conducted on the individual's own time, do not interfere with official duties and responsibilities, and are consistent of other provisions herein.
- 2.02 Employees are permitted to campaign for and hold nonpartisan local offices, provided the duties of the elective office do not interfere with official responsibilities.
- 2.03 An employee may accept an appointed position in government requiring full-time service provided, however, before accepting such position an employee is required to request and be approved for leave without pay or resign from the institution. Any approval of leave without pay to accept an appointed position shall be for not less than the duration of the semester in which the approved leave is granted. Leave from institutional responsibilities for any period greater than one year shall be reviewed by the President (or designee) of the institution, and written justification shall be provided to the Board in requesting this approval.

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- 2.04 An employee who wishes to assume a role in a partisan political campaign is obliged to discuss such plans well in advance with the appropriate supervisor. If it is determined that the political activity might interfere to any extent upon the full discharge of responsibilities, the proposed political activity must be reviewed by the President (or designee) of OSUIT. If approved, the employee shall take a leave of absence without pay (after exhaustion of any earned annual leave) prior to participating actively in political activity, including but not limited to, actively campaigning for political office or directing the political campaign of another person seeking a political office.
- 2.05 The political activity of the employee may not involve the institution's name, symbols, or in any way imply institutional support or support of the Board pertaining to the political interest of the employee. Employees are prohibited from using any university resources for any political activity. This includes, but is not limited to, printers, office supplies, emails, telephones, fax machines, etc.
- 2.06 Full-time political activities are prohibited while serving as an employee.
- 2.07 Any employee intending to conduct a personal candidacy for a partisan elective office must obtain approval by the President's Office pursuant to Section 2.04, prior to any announcement by the employee for such office. If elected to such elective office, the employee shall resign (or retire, if eligible) from the institution.
- 2.08 All employees are expected to take sufficient action to assure that their political activities are consistent with the provisions of this policy.
- 2.09 If necessary to enforce the provisions of this policy, a review should be conducted by the highest levels of administration and governance.

Approved: August 1996  
Revised: November 2007  
Revised: July 2009  
Revised: July 2014